



Department of Toxic Substances Control



Winston H. Hickox
Agency Secretary
California Environmental
Protection Agency

Edwin F. Lowry, Director
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P.O. Box 806
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GUIDELINES FOR INSPECTION OF PUBLIC RECORDS June 1, 1995

All public records of the State Department of Toxic Substances Control which are subject to disclosure under the provision of the California Public Record Act (Government Code Section 6250-6260), are open to inspection by the public during the normal office hours of the office where those records are located. However, certain Department records are confidential, e.g., patient records, attorney-client privilege, trade secret, personnel records, etc., and, by statute, may not be released to the public. These related statutes are available for review upon request in the offices concerned.

Any person who wishes to inspect a public record may present his or her request to the receptionist; **the request may also be made by mail or fax**, to the office where the records are located. The requester must identify the requested records by a specific brief description and approximate date. **No record may be removed from the office**. The requester may obtain a copy of a specific identifiable public record, which is subject to disclosure. However, the Department cannot provide copies of large or voluminous numbers of records.

A request for a copy of an identifiable public record, information produced from it, or a certified copy must be accompanied by payment of the described statutory fee where applicable. If there is no certification required, **a minimum department fee of \$.15 per page will be charged**. Cost of mailing (first class) will be charged to those receiving the material, unless the requester makes other arrangements. The requester may produce a public record by his/her own means subject to the limitation that **no record is removed from the office** and the record is not damaged by reproduction equipment.

The Department has ten working days to respond to the request by telephone, letter or fax.

The Department may temporarily deny or restrict inspection of public records under any of the following circumstances:

1. The records are, at that particular time, required by staff of the Department or other state official to perform their duties.

(1 of 3)

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2. The Department has reason to fear defacement or other injury to the records and it is not possible to supervise the inspection of the records at that particular time.
3. Other members of the public are waiting to inspect the records.
4. An individual is monopolizing certain records to the detriment of other members of the public who wish to inspect the same records.
5. An unusual amount of time will be required to locate the records.

List of field offices and counties:

Sacramento: Department of Toxic Substances Control
 8800 Cal Center Drive
 Sacramento, CA 95826-3268
 (916) 255-3545
 255-3696 (fax)

Counties

Alpine	Colusa	Lassen	Placer	Shasta	Stanislaus	Tulare
Amador	El Dorado	Modoc	Plumas	Sierra	Sutter	Yolo
Butte	Glenn	Mono	Sacramento	Siskiyou	Tehama	Yuba
Calaveras	Lake	Nevada	San Joaquin	Solano	Trinity	

Clovis: Department of Toxic Substances Control
 1515 Tollhouse Road
 Clovis, CA 93611-0522
 (559) 297-3901
 297-3904 (fax)

Counties

Fresno	Kern	Madera	Merced	Tulare
Inyo	Kings	Mariposa	San Luis Obispo	

Berkeley: Department of Toxic Substances Control
 700 Heinz Avenue, Suite 200
 Berkeley, CA 94710-2721
 (510) 540-2122
 540-3738 (fax)

Counties

Alameda	Humboldt	Monterey	San Francisco	Santa Cruz
Contra Costa	Marin	Napa	San Mateo	Sonoma
Del Norte	Mendocino	San Benito	Santa Clara	

Glendale: Department of Toxic Substances Control
1011 N. Grandview Avenue
Glendale, CA 91201-2205
(818) 551-2800
551-2841 (fax)

Counties

Los Angeles (partial)	Santa Barbara	Ventura
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Cypress: Department of Toxic Substances Control
5796 Corporate Avenue
Cypress, CA 90630-4732
(714) 484-5300
484-5302 (fax)

Counties

Imperial	Orange	San Bernardino
Los Angeles (partial)	Riverside	San Diego

Headquarters: Department of Toxic Substances Control
1001 I Street
P.O. Box 806
Sacramento, CA 95812-0806
(916) 322-0476
327-0978 (fax)